

## **BID REQUIREMENTS**

### **WAYNE COUNTY FACILITIES** **SNOW PLOWING AND SALTING**

November 17, 2016 through October 31, 2018

### **GENERAL REQUIREMENTS**

The Contractor must have the necessary equipment to complete the snow plowing and/or surface treatment prior to the opening and closing of County business on the day that it storms. The Contractor shall also be in the position to service all parking lots and driveways in the event of an early closing due to a snow or ice storm as directed by the Wayne County Maintenance Director. Additional plowing and surface treatment may be required for extra functions scheduled after normal business hours.

It will be the responsibility of the Contractor to be aware of the weather conditions and coordinate with the Wayne County Maintenance Director of the necessity for plowing and/or the application of surface treatment. Surface treatment shall be applied at a rate not to exceed .25 lbs. per square yard. In the event of severe weather whereas heavy snow accumulations or extreme icing conditions exist, additional equipment, such as a front end loader and dump trucks, may be required to complete the work. This will be arranged by mutual consent of the Contractor and the Maintenance Director of Wayne County.

### **BILLING & PAYMENT SCHEDULE**

The Contractor shall invoice the County of Wayne monthly as outlined below by area maintained. Payment shall be made based upon the hours expended plowing, hours expended applying surface treatment, the amount of surface treatment material applied to each area outlined below. A **Certified** weigh slip shall be submitted for payment of surface treatment material applied. Payment shall be made based on the tons of surface treatment material applied. All surface treatment material used must meet State specifications or be approved by the County, based on samples approved, prior to application and payment.

The bid must be submitted on the enclosed bid form, in a sealed envelope plainly marked: **Snow Plowing Bid.**

### **AREAS TO BE MAINTAINED:**

1. Wayne County Courthouse & Dimmick Building, 925 Court Street, Honesdale, Pa.: Parking Lots- **Salt only**. Must be completed prior to 8:00 A.M. after the parking lots have been cleared of snow by the Wayne County Maintenance Department and by the direction of the Maintenance Director. Hours of operation: 8:00 A.M. to 4:00 P.M. M-F
2. Wayne County Park Street Complex, 648 Park Street, Honesdale, Pa.: **Plow & Salt** Paved parking lots, **Plow & Apply Anti-Skid** to Unpaved parking lots. Must be completed prior to 5:30 A.M. Hours of operation: 5:30 A.M. to 6:00 P.M. M-F (Stourbridge/Incubator may have extended weekday or weekend hours that may require services)

3. Wayne County Area Agency on Aging, 323 Tenth Street, Honesdale, PA.: **Plow & Salt** parking lots & driveway. Must be completed prior to 5:00 A.M. Hours of operation: 5:30 A.M. to 4:30 P.M. M-F
4. Wayne County Area Agency on Aging Garage, 511 Church Street, Honesdale, Pa.: **Plow & Salt** front driveway and rear driveway. Must be completed by 7:00 A.M. Hours of operation: 7:00 A.M. to 4:30 P.M.
5. Wayne County Human Services Agency Fair Avenue Building, 1802 Fair Ave., Honesdale, Pa.: **Plow & Salt** driveway. Must be complete prior to 8:00 A.M.
6. Volunteer Drive, Berlin Township, Pa.: **Plow & Salt** Roadway. Must be maintained 24/7.
7. Wayne County Emergency Operations Center, 43 Volunteer Drive, Honesdale, Pa.: **Plow & Salt** parking lots. Must be maintained 24/7.
8. Wayne County Recycling Center, Volunteer Drive, Honesdale, Pa. Must be completed prior to 7:00 A.M. Hours of operation: 7:00 A.M. to 4:30 P.M. M-F, 7:00 A.M. to 1:00 P.M. Saturday.
9. 44 Mid-Wayne Drive, Honesdale, Pa.: **Plow & Salt** Roadway. Must be maintained 24/7.
10. Wayne County Correctional Facility, 44 Mid-Wayne Drive, Honesdale, Pa.: **Plow & Salt** Parking lot. Sally Port, by others. Must be maintained 24/7.
11. Eleventh Street Parking Lot, 11<sup>th</sup> Street, Honesdale, Pa.: **Salt only**. Must be completed by 8:00 A.M. after the Lot has been cleared of snow by the Wayne County Maintenance Department, and by the direction of the Maintenance Director. Hours of operation: 8:00 A.M. to 4:30 P.M. M-F
12. Wayne County New Horizons Drop In Center, 910 Church Street, Honesdale, Pa.: **Anti-Skid Only**. Must be completed by 8:00 A.M., after the lot & driveway has been cleared of snow by The Wayne County Maintenance Department, and by the direction of the Maintenance Director. Hours of operation: 8:00 A.M. to 5:00 P.M. M-F, Periodic Saturday Hours.
13. 650 ½ Park Street (former Dr. Casey building) – **Anti-Skid Only**. After county has plowed parking area.

**NOTE:** Prior to submitting a quotation, it is **required** to arrange for a pre bid inspection of the above areas by contacting Wayne County Building and Maintenance Director Skip Martin at (570) 253-5970, extension 1725.

### **INSURANCE REQUIREMENTS**

Upon notice of award of this bid and before performing any work, the Contractor shall provide the Maintenance Director with an insurance policy endorsement verifying evidence of \$1,000,000.00 Minimum Liability Coverage, listing the Wayne County Commissioners as additional insured.

### **BID OPENING**

All Bids to be received on **Wednesday November 16, 2016** no later than 4:00 p.m. in the Wayne County Commissioners' Office. All bids will be opened and read aloud during the Commissioners' Meeting on Thursday November 17, 2016 beginning at 10:30 A.M. The County of Wayne reserves the right to reject any and/or all proposals.

Vicky Botjer, Chief Clerk

Wayne County Commissioners